

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

VETERINARY TECHNICIAN

JOB DESCRIPTION

Employees in this job perform various tasks to facilitate and support the work and research of professional veterinarians, by completing a variety of animal health activities.

There are four classifications in this job.

Position Code Title – Veterinary Technician-E

Veterinary Technician 8

This is the entry level. The employee works in a learning capacity performing a range of veterinary technician assignments under close supervision.

Veterinary Technician 9

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of veterinary technician assignments.

Veterinary Technician E10

This is the experienced level. The employee performs a full range of veterinary technician assignments and uses considerable independent judgment in making decisions requiring the interpretation and application of guidelines with considerable latitude to specific work situations.

Position Code Title – Veterinary Technician-A

Veterinary Technician 11

This is the advanced level. The employee serves as either a lead worker, responsible for overseeing the work activities of lower-level Veterinary Technicians and/or Laborers, or as a senior worker performing the most complex veterinary technician assignments. Senior-level employees perform complex assignments beyond those expected at the experienced level, which have been approved by Civil Service.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

VETERINARY TECHNICIAN

PAGE NO. 2

Participates in the inspection of livestock suspected of disease, by collecting diagnostic samples and specimens (blood, urine, and tissue) under the direction of a Veterinarian.

Restrains animals for testing or sample collection by a Veterinarian.

Packages animal specimens and delivers to the Department of Agriculture laboratory or other appropriate laboratory.

Administers animal vaccinations, treats animals for disease, and performs euthanasia on livestock, or other animals as appropriate, under the direction of a Veterinarian.

Assists the Veterinarian in inspecting horses at horse racing facilities.

Inspects and audits records of sale yards to monitor the movement of animals.

Obtains animal identification information by examination of animals and records, including breed, sex, age, ear tag numbers, and brands.

Identifies animals by a variety of methods including ear tagging, tattooing, and branding.

Conducts investigations of alleged animal law violations and documents evidence obtained so corrective actions can be taken.

Writes narrative reports on each apparent animal law violation describing the evidence, interview findings, and other relevant facts.

Recommends to supervisor corrective action such as, written warnings, corrective orders, and/or prosecution, and informs supervisor of all actions to correct minor violations.

Imposes and releases quarantines under the direction of supervisor.

Assists in the inspection of animal facilities such as dog pounds, horse racing facilities, pet stores, riding stables, and research facilities to investigate the welfare of animals.

Provides general disease control information to involved parties and informs them of where information can be obtained.

Performs related work as assigned.

Additional Job Duties

Veterinary Technician 11 (Lead Worker)

Coordinates work by scheduling assignments and overseeing the work of lower-level Veterinary Technicians.

VETERINARY TECHNICIAN

PAGE NO. 3

Oversees and assures the quantity and quality of the work by requiring strict adherence to established methods and procedures.

Explains work instructions and adapts, if necessary, pertinent general methods and procedures in order to meet required needs.

Trains employees and others in veterinary technician activities.

Veterinary Technician 11 (Senior Worker)

Performs on a regular basis veterinary technician assignments which are recognized as the most complex.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of state and federal laws, rules, and regulations pertinent to animal health.

Knowledge of treatment, prevention, and control of the common diseases of animals.

Knowledge of practices used in animal husbandry, farm management, and livestock marketing.

Knowledge of, but not diagnosis of, the pathological, physiological, and biological conditions observable in ante and postmortem inspections.

Knowledge of the techniques involved in the performance of animal necropsies.

Ability to assist in the pathological examinations of animals and animal tissue.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to recommend corrective actions to supervisors, regarding violators of state and federal laws, rules, and regulations pertaining to animal health activities.

Ability to maintain records, and prepare reports and correspondence related to work.

Ability to handle and restrain animals, including livestock, companion animals, and exotic species.

Ability to communicate effectively with others.

VETERINARY TECHNICIAN

PAGE NO. 4

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Veterinary Technician 11 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to establish priorities, assign, and evaluate the work of lower-level Veterinary Technicians.

Veterinary Technician 11 (Senior Worker)

Ability to perform the most complex veterinary technician assignments.

Working Conditions

Some jobs require an employee to be exposed to diseases and illnesses.

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to work outdoors, and be exposed to inclement weather conditions, as well as in an office or a laboratory.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Physical Requirements

The job duties may require an employee to move heavy objects.

Education

Possession of associate's degree in veterinary technology.

Experience

Veterinary Technician 8

No specific type or amount is required.

Veterinary Technician 9

One year of experience performing veterinary technician tasks in support of a veterinarian equivalent to a Veterinary Technician 8.

Veterinary Technician E10

Two years of experience performing veterinary technician tasks in support of a veterinarian equivalent to a Veterinary Technician, including one year equivalent to a Veterinary Technician 9.

VETERINARY TECHNICIAN

PAGE No. 5

Veterinary Technician 11

Three years of experience performing veterinary technician tasks in support of a veterinarian equivalent to a Veterinary Technician, including one year equivalent to a Veterinarian Technician E10.

Special Requirements, Licenses, and Certifications

Completion of a veterinary technician program accredited by the American Veterinary Medical Association.

Possession of a Veterinary Technician license issued by the Michigan Department of Labor and Economic Growth.

Some positions within this class series are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

VETERITCH

Job Code Description

Veterinary Technician

Position Title

Veterinary Technician-E

Veterinary Technician-A

Position Code

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Pay Schedule

L32-006

L32-012

ECP Group 1
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TeamLeaders